

**FIRST 5 SAN BENITO
CHILDREN AND FAMILIES COMMISSION**

***SPECIAL* COMMISSION MEETING**

Meeting Minutes

June 30, 2026

1. CALL TO ORDER

Commission Chairperson Dr. David Redman called the meeting to order at 12:04pm.

ROLL CALL / INTRODUCTIONS

Commissioners Present:

- ❖ Dr. David Redman
- ❖ Dr. Marni Friedman
- ❖ Margie Barrios
- ❖ Mary Damm
- ❖ Tracey Belton
- ❖ Elias Barocio

Commissioners Absent:

- ❖ Mindy Sotelo
- ❖ Angela Curro
- ❖ Dr. Cheryl Scott

First 5 Staff Present:

- ❖ Luisa Power
- ❖ Carly Offermann
- ❖ Sarah Beatie

Guests:

- ❖ Caron Pearce

2. AGENDA MODIFICATIONS

NONE

3. PUBLIC COMMENT

NONE

4. FIRST 5 SAN BENITO EMPLOYEE HANDBOOK – POLICY REVISIONS AS DISCUSSED BY THE HANDBOOK COMMITTEE AND TPO HR SERVICES

Caron Pearce has not received any edits since the most recent revisions went out to Commissioners. Tracey Belton states that the handbook committee has not met to review the changes. Tracey asks questions and suggests edits to the handbook as previously discussed. Luisa Power talks about the FH and Admin Comp protocols that have been followed in the past and asks how we should proceed to ensure the staff can keep that time.

Tracey states that since the time was already given, the recommendation is to stay status quo based on what they have and adopt the changes effective January 1, 2027. This includes the suggestion that the language for the handbook take effect Jan 1st as well. Luisa agrees with the suggestion. The group discusses the effects of the changes taking place on July 1st versus January 1 and Carly Offermann states that either option is plausible, but keeping the policies in line with the fiscal year timeline would be less confusing for the staff and audit. The only buckets of time that are affected by calendar year are admin comp and floating holiday, so it would be okay to keep that policy as status quo until they sunset. The group agrees that the changes will take place as of the fiscal year and the motion is to say that admin comp and floating comp stay as is until their expiration in December 2026.

Tracey makes the following handbook revision suggestions:

- Page 18: The offsite computer use should go into internal policy instead of the handbook (remove the language). The section that says off site computer use should also be removed. "When working offsite" is also removed.
- Page 20: The wages section needs to be revised instead of removed. It says the ED determines pay rate, but the group had talked about revising that.
- Page 20: The performance reviews section has conflicting statements and Tracey suggests that it states the reviews will be conducted annually.
- Page 36: The bereavement section needs "unpaid" to be taken out. It should also say "per occurrence of bereavement leave.". This was fixed on Caron's end, but did not reflect in the revisions that were sent out.
- IIPP: There was talk about referencing this in Health and Safety section on page 15. Caron says it's in the second paragraph.

Approval of item 4.1:

Tracey Belton makes a MOTION to approve the adoption of the revised First 5 San Benito Employee Handbook, pending the above revisions by Caron Pearce, with an effective date of July 1, 2026 and with the exception that the current Floating Holiday and Administrative Comp time provided to management employees remains until December 31, 2026 per previous protocol.

SECOND: Dr. Marni Friedman

All in favor, MOTION PASSED.

5. OTHER – FUTURE AGENDA ITEMS

Next Commission Meeting: Wednesday, August 5, 2026 @ 12noon-2pm

Next *Proposed* Finance Committee Meeting: Wednesday, October 28, 2026 @ 11am-12noon

*****BEGIN CLOSED SESSION*****

6. DISCUSSION AROUND FIRST 5 SAN BENITO BUDGET AND STAFF COLA FOR FY 26-27

The Commission approves a 2% COLA increase for all staff effective July 1, 2026.

7. ADJOURN

No further business before the Commission; meeting adjourned at 12:40pm